

**Board of Fire Commissioners
LINDENWOLD FIRE DISTRICT No.1
Monthly & Year-End Meeting Minutes**

Meeting Date: May 20, 2024
Meeting Place: Fire Administration Building
Meeting Called to Order: 7:30pm
Members of Board Present: **Chairman** – Richard Paul
Vice Chairman – Tamara DeLucca
Treasurer – Wayne Hans - excused
Secretary – Frank Weindel
Commissioner – Frank DeLucca
District Clerk – Tiffany Beach
Solicitor – Jeffrey Catalano - excused

Salute the Flag

Sunshine Law – Comm. Paul

In accordance with the NJ Sunshine Law this meeting Notice of this meeting has been duly advertised in compliance with the provisions of the open public meetings law. Please be advised that this meeting will be recorded for possible later playback.

Roll Call Commissioners

Comm. F. DeLucca, Weindel, T. DeLucca, & Paul are present. Comm. Hans is excused.

Minutes of the Previous Meeting – Comm. Paul

Motion made by Comm. Weindel seconded by Comm. T. DeLucca to approve the April 15th Board meeting minutes as they are available to the public upon request. Any questions? (hearing none) All in favor, ayes have it.

Comm. Paul: Before we proceed with the rest of the meeting. The Knights of Columbus are here tonight to present an award to the Firefighter of the Year Award to Mark Wells.

Mr. Jack Ashwell presented Firefighter Mark Wells Firefighter of The Year Award.

Correspondence – Cl. Beach

Cl. Beach: I've spoken to the auditors in regards to the audit that is still on going. I've also had various conversations with bond council & our municipal advisors with the new building project.

Treasurer's Report – Comm. Paul

As of May 20, 2024

TD Bank General Checking	118,964.24
TD Bank Money Market Account	1,274,506.16
TD Bank Money Market Capital	2,570.78
TD Bank Payroll Checking	12,273.15
TD Bank LEA Dedicated Penalty	5,578.36
TD Bank LEA Trust Penalty	15,061.27
Investment NJ ARM	2,065,109.87
Petty Cash	200.00
Total Current Assets	3,494,263.83

Motion made by Comm. Weindel seconded by Comm. T. DeLucca to accept the Treasurer's Report as read. Any questions? (hearing none) Roll call vote, all yes.

Payment of Bills – Comm. Paul

Comm. Hans: In front of you, you have a list of 56 bills totaling \$118,118.91

Motion made by Comm. T. DeLucca seconded by Comm. Weindel to approve the payment of bills. Any questions? (hearing none) Roll call vote, all yes.

COMMITTEE REPORTS

Administration / Personnel – Comm. DeLucca

Comm. T. DeLucca: There is a Resolution tonight to formally switch the Fire District Election from February to November.

Comm. Paul: Summer hours will also be starting. The office will be open Monday – Thursday.

Office of Fire Prevention – Fire Official Shannon

Comm. DeLucca: Fire Official's report for April 16, 2024– May 20, 2024 was read aloud, a copy is attached to the minutes.

Fire Department Equipment – Comm. Paul

Comm. Paul: The spreaders were repaired and returned. We are looking into buying more hose to replace what we lost at testing.

Turn-Out Gear – Comm. Paul

No report.

Apparatus – Comm. Paul

Comm. Paul: We are in process of making repairs on the Ladder to get ready to advertise for sale. The Ladder had the fill gauge and auto eject repaired. The Squad also had the auto eject repaired.

Recruitment / Membership – Comm. F. DeLucca

No report.

Fitness Center – Comm. F. DeLucca

Comm. F. DeLucca: I'd like to see the space cleaned up. Are we going to paint it? Wayne was supposed to walk around with me and handle it since he is in charge of building but I haven't heard anything from him. People are still not signing in. I've put forms out twice in the binder & they are no longer there. What should we do?

Comm. Paul: Send an all hands email stating they must sign in & not remove the sheets. If they don't do it, we will take another approach.

S.O.G.'s – Comm. Paul

Comm. Paul: We are in the process of getting all of the SOG's updated. There are a few SOGs that we will be doing tonight.

Future Projects- Comm. Paul

Comm. Paul: Since our last meeting we received the bond rating from Moody's (A2). The committee met with the architect and made some changes to the floor plan. We also signed the contract for the architect. At this time, we are in the process of the sale of bonds. June 4th is closing and we should have the money in the account.

Communications – Comm. DeLucca

No report.

Computers – Comm. DeLucca

No report.

Assist Personnel – Comm. Paul

No report

Budget – Comm. Hans

No report.

Fixed Assets – Comm. F. DeLucca

No report.

Hydrants/ Water – Comm. Hans

No report.

Building Maintenance / Grounds – Comm. Hans

No report.

Health & Safety – Comm. Hans

No report.

Insurance – Comm. F. DeLucca

Comm. DeLucca: I still haven't heard when there are any JIF Meetings.

Incentive Program – Comm. Weindel

No report.

Uniforms – Comm. Weindel

Comm. Weindel: 7 people were fitted for uniforms. Badges were given out. See me if you haven't received yours.

Duty Crew- Comm. Weindel

Comm. Weindel: We've had some luck with the overnight duty crew unpaid. We are now going to be paying a small stipend per night to whoever signs up. It's a small amount however, it will remain within the budget that we have.

Comm. F. DeLucca: I have a question on that. How much are they paid & how is it accrued?

Comm. Paul: When we did the budget, there is money in that line item. The DC & Captain came up with the program.

Comm. F. DeLucca: Thank you.

Training- Comm. Weindel

No report.

Fuel – Comm. Weindel

Comm. Weindel: Wawa cards will be here in the beginning of the year.

Chief's Report – Chief Beeler

Chief Beeler: The report was read aloud by Chief Beeler; a copy is attached to the minutes.

President's Report – Comm. Paul

N/A

Borough of Lindenwold – Councilman Morrissey

Councilman: I was contacted by someone who asked if was able to help set up the machines for the election.

Comm. Paul: That is actually something the company handles.

President Astor: Not a problem. Get with me after the meeting and we can discuss it.

Solicitor – J. Catalano

No report.

Old Business – Comm. Paul

Comm. Paul: Any old business?

Comm. T. DeLucca: Just wanted to follow up with the Positive Pay & see where we were with that? I know the Treasurer was handling that but I'd like to see that taken care of sooner rather than later & I just want it on record.

Comm. Paul: Wayne's away. I will get with him when he gets back.

New Business – Comm. Paul

Comm. Paul: Any new business? (hearing none)

Public Portion – Comm. Paul

Motion made by Comm. Hans, seconded by Comm. Weindel to open to the public. All in favor, ayes have it.

Motion made by Comm. Weindel, seconded by Comm. T. DeLucca, to close to the public. All in favor, ayes have it.

Resolutions – Comm. Paul

2024-19 – RESOLUTION AUTHORIZING ANNUAL ELECTION CHANGE TO THE DATE OF THE NOVEMBER GENERAL ELECTION

Motion made by Comm. Weindel, seconded by Comm. T. DeLucca as read. Any questions? (hearing none)

Roll call vote, Comm's T. DeLucca, Weindel, Paul, F. DeLucca yes.

2024- 20— RESOLUTION AUTHORIZING FIRE DISTRICT POLICY DIRECTIVES 1006 & 1209

Motion made by Comm. Weindel, seconded by Comm. T. DeLucca as read. Any questions? (hearing none)

Roll call vote, Comm's T. DeLucca, Weindel, Paul, F. DeLucca yes.

2024-21— RESOLUTION AUTHORIZING SALE OF SURPLUS EQUIPMENT

Motion made by Comm. Weindel, seconded by Comm. T. DeLucca as read. Any questions? (hearing none)

Comm. F. DeLucca: Is this for the new one or the one in service?

Comm. Paul: This is for the one we currently have. We have the resolution from re-or. This is one to get t advertised and ready to sell.

Comm. F. DeLucca: So this is part of the process with the next step?

Comm. Paul: Yes.

- Roll call vote, Comm's T. DeLucca, Weindel, Paul, F. DeLucca yes.

Open to Commissioners – Comm. Paul

Comm. Weindel: I ordered Memorial Day wreaths.

Comm. F. DeLucca: The attorney is going to look into something for me regarding the architect with the building committee. We should be entitled to look at it & would it create a quorum. I'd like to be involved. From my understanding a quorum is created when decisions are being made. He is going to look into it and get back to us ASAP.

Comm. DeLucca: Congrats Mark Wells.

Adjourn - Comm. Paul

Motion made by Comm. Weindel seconded by Comm. T. DeLucca to adjourn the meeting at 7:47pm.

Any questions? (hearing none) All in favor, ayes have it.

Lindenwold Fire District No.1
Balance Sheet
As of May 20, 2024

	<u>May 20, 24</u>
ASSETS	
Current Assets	
Checking/Savings	
1000 · CASH	
1011 · TD Bank Money Market Acco...	1,274,506.16
1013 · TD Bank Money Market Capital	2,570.78
1015 · General Checking 3	118,964.24
1016 · Investment NJ ARM	2,065,109.87
1020 · TD Bank Payroll Checking	12,273.15
1030 · TD Bank LEA Dedicated Pen...	5,578.36
1040 · TD Bank LEA Trust Penalty	15,061.27
1090 · Petty Cash	200.00
Total 1000 · CASH	<u>3,494,263.83</u>
Total Checking/Savings	<u>3,494,263.83</u>
Total Current Assets	<u>3,494,263.83</u>
TOTAL ASSETS	<u><u>3,494,263.83</u></u>
LIABILITIES & EQUITY	0.00

CHIEFS REPORT

APRIL 15TH TO MAY 20TH

87 calls

We had 2 separate calls for a house fire at 619 Laurel Rd. A squatter had moved into the vacant house and set 3 different fires. The FM office and Lindenwold PD are handling

Squrt still having electrical issues

Tower is getting all the punch list items repaired

Support siren fixed. Warranty issue / no cost to department

Large Spreader/Jaws of Life were repaired and returned

Jared Wells has passed Fire 1

Policy and Procedures continue to be updated as needed

Training

4/16 Extrication training

4/23 Arborwood 4019 Fire PIA

4/30 Hose Lines

5/14 burn building

We were invited to the boroughs memorial day ceremony on May 27th

Imminent Hazard 0

Requested Response 2

05/05/2024 619 Laurel Road Dwelling Fire

05/07/2024 619 Laurel Road Dwelling fire

Civilian Burn Report 0

Firefighter Injury Report 0

Permits 6

05/01/2024 Wawa Store #8832 Type 2 Propane Exchange

05/01/2024 Wawa Store #973 Type 2 Propane Exchange

05/01/2024 US Food Mart Type 2 Propane Exchange

05/01/2024 Family Dollar Type 2 Propane Exchange

05/02/2024 La Esperanza Type 1 Tent Permit

05/01/2024 Super 7 Food Market Type 2 Propane Exchange

Fire Report Requests: 0

Information to Fire District Commissioners:

If any residents are in need of a smoke alarm this office will install free of charge. Tiffany sent out the second notices for the annual fire safety registration bills on May 1, 2024. We have received \$ 17,358.00 in Non- Life Hazard Fees and \$ 1,124.00 in permit fees since April 1, 2024 and \$ 5,657.93 in Life Hazard Fees from the Division of Fire Safety for 2024. This office investigated two fires this month. This office provided fire extinguisher training for the borough employees this month. Fire Inspector Brezee attended two Kean fire safety classes this month and I attended one class.

Yours in Fire Safety


Timothy Shannon
Fire Official

RESOLUTION 2024-19
Board of Fire Commissioners
Lindenwold Fire District No. 1

**AUTHORIZING ANNUAL ELECTION CHANGE TO THE DATE OF THE
NOVEMBER GENERAL ELECTION**

WHEREAS, the annual election of the Fire District is currently the third Saturday in February in accordance with New Jersey statute; and

WHEREAS, the referenced statute was amended to allow a Fire District on a permissive basis to change the date of its annual election to the date of the November General Election which is the first Tuesday after the first Monday in November; and

WHEREAS, a Resolution needs be adopted by the Fire District providing for the change of the annual election date; and

WHEREAS, the County Board of Elections must then be notified of the change in the annual election date and the County Board of Elections must then certify that the election may be conducted in accordance with the requirements of N.J.S.A. 19:4-10; and

WHEREAS, the County Board of Elections will issue such certification if the boundaries of the Fire District coincides with the boundary lines of existing election districts; and

WHEREAS, once the Fire District changes its annual election date, the annual election date of the Fire District cannot be changed back to February; and

WHEREAS, the Fire District deems it appropriate to change the annual election to the date of the November General Election.


NOW, THEREFORE, LET IT BE RESOLVED by the Board of Fire Commissioners for Lindenwold Fire District No. 1 as follows:

- (1) The annual election date of the Fire District commencing with the 2025 Fire District election shall be changed to the date of the November General Election.
- (2) A copy of this resolution upon adoption shall be forwarded to the County Board of Elections, Department of Community Affairs Director, and the Borough.
- (3) The Fire District is authorized to undertake any further action necessary and to execute any and all documentation necessary to implement this change of the annual election date.

This resolution shall take effect immediately.

Dated: May 20, 2024


Richard J. Paul Jr, Chairman


Attest: Tiffany Beach, District Clerk

RESOLUTION 2024-20
Board of Fire Commissioners
Lindenwold Fire District No. 1

APPROVING FIRE DISTRICT POLICY DIRECTIVES 1006 & 1209

WHEREAS, N.J.S.A. 40A:14-70 gives the designation to the Board of Fire Commissioners for Lindenwold Fire District No. 1 as the authority having jurisdiction, and;

WHEREAS, Lindenwold Fire District No. 1 has the overall responsibility, liability and culpability to ensure operational effectiveness of the Fire District's goals and objectives; and

WHEREAS, the Board has in place Policy Directives 1006 (Written Communication System), 1209 (Knox Box);

WHEREAS, the Board desires to amend Policy Directives 1006, 1209

WHEREAS, a copy of the proposed amended Policy Directives 1006, 1209 are attached hereto as Exhibits A-E, respectively, and;

NOW, THEREFORE, LET IT BE RESOLVED, that the Board of Fire Commissioners for Lindenwold Fire District No. 1 adopts the proposed amendments to Policy Directives 1006 (Written Communication System), 1209 (Knox Box);

BE IT FURTHER RESOLVED that the Board will require all members to follow and abide by said Policy Directives.

Dated: May 20, 2024


Richard J. Paul Jr, Chairman


Attest: Tiffany Beach, District Clerk

	LINDENWOLD FIRE DEPARTMENT POLICY DIRECTIVE	Date: 4/23/24	PD # :
	Written Communication System	Pages – 9	1006

POLICY DIRECTIVE 1006

WRITTEN COMMUNICATION SYSTEM

EFFECTIVE DATE: October 1, 2008

REVISION DATE: April 23, 2024

GENERAL INFORMATION

Objective

The LFD Communication System is the foundation of our Department as a para-military organization. Every member must have a clear understanding of the intent and application of the information contained within this system. Supervisors at every level share responsibility to develop, update, introduce and follow the Policy established by this system.

Definitions

Communications in General

Written communications including email are required business tools in every organization. Everyone has a duty to ensure that these tools do not replace the most effective method of communication - conversation.

Policy Directive

A Directive is a publication that gives instruction on administrative policy statements of the Department. Directives are intended to be applied for an indeterminate duration and will be numbered consecutively.

The Fire Chief is responsible for overseeing the formulation of Directives.

Operational Guidelines

A publication that will cover specific functions that guide our performance, readiness and supportive actions. The Deputy Fire Chief, in conjunction with respective Fire Officers and Unit Leaders, is responsible for the formulation of Operational Guidelines.

Operational Guidelines will be used as part of the In-Service Training Program.

Chief's Orders

Information and instruction surrounding daily operations. Information contained in these Orders can be new or updated information. One copy will be posted on the Company bulletin board for thirty (30) days, or posted on the LFD website. Chief's Orders will be maintained for one (1) year or until such

	LINDENWOLD FIRE DEPARTMENT POLICY DIRECTIVE	Date: 4/23/24	PD # :
	Written Communication System	Pages – 9	1006

communication becomes permanent in nature within the Department, Rules and Regulations, Policy Directives, or Operational Guidelines.

General Memorandums

Departmental communications that is temporary in nature. One copy will be posted on the Company bulletin board for thirty (30) days, or posted on the LFD website. GMs will be discarded after one (1) year.

Manuals

Publications of a permanent nature, too voluminous to be issued as a “Policy Directive” or “Operational Guideline.” An example of this is the IFSTA “Essentials of Firefighting”, Hahn’s Fire Pump Manual, Scott 4.5 Instruction Guide, etc.

Training, Safety & Operational Bulletins

Publications that is topical in nature addressing new equipment, new and updated firefighting operations, safety messages, and temporary operational issues.

Verbal Message

A verbal request made between a supervisor and subordinate and/or supervisor to supervisor is considered an order. Orders are completed in full and without delay. Circumstances that impede members from completing the action required within the order shall be brought to the attention of the individual making the request.

Written Correspondence

Written correspondence is defined as communication by exchange of letters. With the advent of technology, we have a number of mediums to exchange communications both within and outside the Fire Department.

POLICY

A. Distribution

- 1) Policy Directives and Operational Guidelines will be distributed as needed by the Office of the Fire Chief at Department to the members of the Lindenwold Fire Department. Chief’s Orders and General Memorandums will be transmitted electronically to all Fire Officers and Unit Leaders.
- 2) All Policy Directives and Operational Guidelines will be reviewed and signed for by all members.
- 3) Training & Safety Bulletins and Manuals will be distributed to all Fire Officers and Unit Leaders by e-mail or hand delivery.
- 4) Operational Bulletins will be distributed by e-mail with approval of the Chief of Department and/or his designee.

	LINDENWOLD FIRE DEPARTMENT POLICY DIRECTIVE	Date: 4/23/24	PD # :
	Written Communication System	Pages – 9	1006

Operational Bulletins will be classified into two categories: a. *Response* and b. *Procedures*

a. *Response* criteria will include road closures, hydrants out-of-service, buildings in transition notification, and occupancy changes (i.e. church sleepovers). These bulletins will not require prior approval before distribution.

b. *Procedure* criteria will include any item which temporarily alters established Operating Guidelines. These bulletins will require prior approval before distribution.

6) All Supervisors will review this information with their members, ensuring that they are familiar with the contents and aware of their responsibilities in relation to these written communications.

7) Printed copies of all written communications will be kept in designated binders at Fire Administration.

Receipt of PD/OG manual

1. Each member will receive via the online training portal, each PD/OG the department has in place.
2. Upon a PD/OG being revised or a new one being added, the member will receive notice via email.

B. New or Revised Communications

1) Any member can submit a revision to the Fire Chief via the chain of command. All changes will be highlighted for ease of discernment.

2) The formulation of a new Policy Directive or Operational Guideline can be submitted to the Fire Chief via the chain of command. Policy Directive and Operational Guideline formats are attached to the end of this document.

C. Correspondence

1) An Interoffice Memorandum is a method of internal communication in the organization between one (1) party and another. Interoffice memorandums should follow the chain of command where indicated in Policy Directives and Operational Guidelines. An interoffice memorandum used to conduct business between Divisions and/or individuals are not required to follow the chain of command; however, individuals should be "carbon copied" as needed. The Interoffice Memorandum template can be accessed from any word processor, with the inter-office memo heading. Font size should be 12 and the style should be Times New Roman on these documents.

	LINDENWOLD FIRE DEPARTMENT POLICY DIRECTIVE	Date: 4/23/24	PD # :
	Written Communication System	Pages – 9	1006

2) Letters Using Department Letterhead

Any correspondence to people outside the Department, using Department letter head, must be signed and approved by one of the members listed below:

Chief of Department

Fire Marshal, Battalion Fire Chief. The Division Head must approve all draft correspondence prior to distribution. Font size should be 12 and the style should be Times New Roman on these documents.

4) E-mail should be used for simple requests or informational purposes and should not replace face-to-face communications.

5) Reports are written summaries of special assignments, topics or events. The main text in this document should consist of the font size 12 and style of Times New Roman.

Headings can increase to a font size of 16 and be boldface.

	LINDENWOLD FIRE DEPARTMENT POLICY DIRECTIVE	Date: 4/23/24	PD # :
	Written Communication System	Pages – 9	1006

D. Examples of Correspondence:

Interoffice Memorandum

LINDENWOLD FIRE DEPARTMENT

CAMDEN COUNTY, NEW JERSEY

Interoffice Memorandum

DATE:

TO:

FROM:

RE:

TEXT OF MEMO BEGINS HERE

Adding Comments - The following information is to be included when there is a comment to be made via the chain of command:

Date:

From:

Comment:

Signature

(Initial and forward) Company Officer, Station Captain, Battalion Chief, Chief of Department

Correspondence on Letterhead

Date

Name

Street

City, State Zip

Dear _____:

TEXT OF LETTER BEGINS HERE

Sincerely,

Name

Rank

	LINDENWOLD FIRE DEPARTMENT POLICY DIRECTIVE	Date: 4/23/24	PD # :
	Written Communication System	Pages – 9	1006

E. Operational Guideline Layout

Subject

OPERATIONAL GUIDELINE

Division: Operations

Section:

Effective Date:

Revision Date:

GENERAL INFORMATION (SUMMARY)

Summarize the purpose, rationale or intent of this Operational Guideline. The OG should identify the responses/actions to be implemented. May also need to state who it applies to.

List the types of incidents, if applicable. Format them with some type of bullet point.

EXAMPLE:

- Suspicious letters, packages and substances

PROCEDURES

List the procedures to take in implementing the OG. Format in outline format (see below example).

EXAMPLE:

A. Dispatch

1. LPD will screen all calls.....et al.
2. ditto
3. ditto
4. ditto

B. Deployment

1. Unit will respond.....et al.
2. ditto
3. ditto

	LINDENWOLD FIRE DEPARTMENT POLICY DIRECTIVE	Date: 4/23/24	PD # :
	Written Communication System	Pages – 9	1006

Example:

Cascade

GUIDELINE 2410

Section: Response

Effective Date: 10/01/08

Revision Date:

OPERATIONAL

Division: Operations

GENERAL INFORMATION (SUMMARY)

This Operational Guidelines applies to all members of this department when cascade services are called for or required at emergency scenes.

The deployment and early arrival of air cascade on the scene of working fires and other emergencies is critical to support emergency situations as well as the safety of firefighters involved. In order to ensure these goals are accomplished, the following procedure is hereby adopted.

PROCEDURES

A. Designated Cascade

1. Cascade 63 - All Hands.
2. Mutual Aid - Dispatcher discretion.

B. Response Protocol

1. All working structure fires/All Hands.
 2. All working Haz Mat incidents in Lindenwold.
 3. All working Technical Rescue incidents in Lindenwold.
 4. Any special call situation by request of the Incident Commander.
- #### C. Scene Responsibility
1. Report to Incident Commander for scene location,
 - a) Should be in re-hab area where air quality is good.
 - b) Set-up for fill or bottle distribution immediately.
 - c) Operate on designated fire radio frequency.
 - d) Assist in re-distributing full bottles to proper companies.

	LINDENWOLD FIRE DEPARTMENT POLICY DIRECTIVE	Date: 4/23/24	PD # :
	Written Communication System	Pages – 9	1006

F. Policy Directive Layout

SUBJECT

Policy Directive NUMBER (ASSIGNED BY OFC)

EFFECTIVE DATE:

REVISION DATE:

GENERAL INFORMATION

Objective

List the "purpose", "rationale", or "intent" of the policy directive.

EXAMPLE:

The purpose of this policy is to centralize reporting and coordination of leave requests in order to ensure that adequate operational levels.....etc...

Definitions

List the different terms of the policy that need to be defined. Try to keep separate and format with an underline (if applicable).

POLICY

List a set of guidelines or steps that should be followed. These are your sub-topics. Formatting the subtopics can be done by bolding and/or numbering each one (see below example).

EXAMPLE:

The following guidelines shall be followed when requesting leave(s):

- 1) Procedures for Requesting Scheduled Time Off
- 2) 60-Day Window

	LINDENWOLD FIRE DEPARTMENT POLICY DIRECTIVE	Date: 4/23/24	PD # :
	Written Communication System	Pages – 9	1006

Example:

KNOX BOX POLICY

POLICY DIRECTIVE 1209

EFFECTIVE DATE: OCTOBER 1st, 2008

REVISION DATE: APRIL 19th, 2024

GENERAL INFORMATION

OBJECTIVE

To establish an accountability procedure for the Knox Box Rapid Entry System used by the Lindenwold Fire Department.

POLICY

The following guidelines shall be followed for the Knox Box System:

A. Responsibility

- 1) The Chief or his/her designee will sign a document indicating possession of the key for installation in the assigned apparatus. These documents will be kept on file as a permanent record of issuance of the Knox Key.
- 2) One key will be issued to each piece of Fire Department apparatus and Chief's vehicle.
- 3) At no time will a key be issued to a member to be carried on his/her person. The keys will be assigned to a unit only.

B. Key Tag System etc...

	LINDENWOLD FIRE DEPARTMENT POLICY DIRECTIVE	Date: 04/24	PD # :
	Knox Box	Pages - 2	1209

GENERAL INFORMATION

OBJECTIVE

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POLICY

The following guidelines shall be followed for the Knox Box System:

A. Responsibility

- 1) The Chief or his/her designee will sign a document indicating possession of the key for installation in the assigned apparatus. These documents will be kept on file as a permanent record of issuance of the Knox Key.
- 2) One key will be issued to each piece of Fire Department apparatus and Chief's vehicle.
- 3) At no time will a key be issued to a member to be carried on his/her person. The keys will be assigned to a unit only.

B. Key Tag System

- 1) All keys will be issued to each apparatus and kept in the key lock box mechanism which is accessed by entering your personal code on the illuminated keypad.
- 2) The Knox Box Keg Tags shall be installed on the apparatus in such a way that it will not be confused with other keys. At no time will a Knox Key be removed from the Key Tag and placed in a key cabinet or key drawer.

C. Daily Inspection

- 1) The Knox Key will become part of the apparatus check.
- 2) If a Knox Key is discovered missing on the inspection, the member must report this condition to his immediate supervisor. The supervisor will report the missing key in writing to the Chief. An additional notification will be made to the Chief Fire Marshal.
- 3) The Chief or Commissioner in charge will be able to examine the releases of the key from the mechanism for the last period, making it possible to determine a location where the key may have last been used. This determination may help in locating the lost key.
- 4) Every effort will be made to locate the missing key. If this effort fails, a new Knox Key will be issued depending on the recommendation of the Chief of the Department.

	LINDENWOLD FIRE DEPARTMENT POLICY DIRECTIVE	Date: 04/24	PD # :
	Knox Box	Pages - 2	1209

D. Impact

- 1) The Knox Box Rapid Entry System is designed to allow emergency units unimpeded access to buildings or areas of buildings during emergency responses.
- 2) All keys necessary to achieve this are kept on site and are accessed by unlocking the Knox Box at the location by the use of the Knox Box Key.
- 3) The Knox Key and identification code assigned to the Lindenwold Fire Department is used by this agency as well as the Clementon Bureau of Fire Prevention/Clementon Fire Department and the Laurel Springs Fire Department. It will open any Knox Box located within this jurisdiction as well as within the Borough of Clementon and Borough of Laurel Springs. Any other Emergency service requesting the Knox Key for entry to a building may do so through a request and approval of a Chief Officer or their designee and may only be opened by same fulfilling request. The Chief Officer or designee responsible for opening the box will also be responsible to replace the keys used and re-secure the Knox Box.
- 4) It is extremely important to the continued success of this program to carefully account for the Knox Key at all times. A lost or stolen key could lead to illegal entry into a building by a person or persons not authorized to do so.
- 5) Loss or theft of a Knox Key could result in the change-over of all Knox Box locks and the reissuing of new keys. As this is both a time and cost issue, we must make every effort to prevent this from occurring.
- 6) Loss or theft of a Knox Key leading to an unauthorized entry into a building, could lead to a negative response from the public that could adversely affect or cancel the entire Knox Box program.
- 7) Improper use of the Knox Box System and/or Knox Keys shall be grounds for immediate dismissal from firefighting duties within the Lindenwold Fire Department and legal action will be pursued if applicable.

E. Inventory

- 1) The following units will be authorized for Knox Keys.

Squirt 63	Squad 63	Car1	FM63
Engine 63	Tower Ladder 63	Car 2	

RESOLUTION 2024-21
Board of Fire Commissioners
Lindenwold Fire District No. 1

AUTHORIZING SALE OF SURPLUS EQUIPMENT

WHEREAS, certain equipment assets of the Fire District have been determined to be surplus and no longer needed for public use by the Fire District; and,

WHEREAS, the sale or other disposition of any surplus property must be authorized by resolution of the Board of Fire Commissioners per Local Public Contracts Law, N.J.S.A. 40A:11-36, et seq. in an "as is" condition without an expressed or implied warranty of any kind; and,

WHEREAS, pursuant to Local Finance Notice #2008-9, the Board is authorized to sell surplus equipment assets through the GovDeals.com internet auction website in accordance with the terms and conditions outlined in New Jersey State Contract #A70967: and,

WHEREAS, all interested bidders shall be required to pre-register with GovDeals through their website (www.Govdeals.com) and agree to follow the terms and conditions of the auction and sale process as set forth by GovDeals.com.

NOW, THEREFORE, LET IT BE RESOLVED, that the Board of Fire Commissioners for Lindenwold Fire District No. 1 that the attached list of surplus equipment assets shall be sold to the highest bidder through the GovDeals.com internet auction site.

BE IT FURTHER RESOLVED that the Board will require all members to follow and abide by said Policy Directives.

Dated: May 20, 2024


Richard J. Paul Jr, Chairman


Attest: Tiffany Beach, District Clerk

1999 KME 102' Aerialcat Ladder Tower